



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

GENETIC COUNSELOR

C4K1XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series consists of a single class in the Health Care Services Occupational Group and describes positions responsible for interviewing patients and families and reviewing and evaluating medical, laboratory and family history data to educate and counsel them with regard to genetic conditions. Such counseling requires the understanding of medical genetics and nondirective counseling regarding the occurrence or risk of occurrence of genetic disorders in families. The process seeks to empathetically provide patients with scientific facts and the options available to them. Such assignments may include conducting case research and preparation; explaining technical information on testing processes and results; conducting preliminary dysmorphologic examinations, recognizing abnormal external physical features and obtaining anthropometric measurements; functioning as the liaison between the patient and genetic laboratories; preparing and maintaining detailed case documentation; researching literature for participation in lectures and workshops; educating the public, other health care professionals and students; and participating in genetic research. Genetic Counselors may specialize in areas such as prenatal, pediatric or adult counseling.

CONCEPT OF CLASS

This class describes the fully operational Genetic Counselor, as described in the description of occupational work. Positions in this class are assigned the decision-making authority for genetic counseling processes. Employees at this level apply the full range of professional practices in the field and perform ongoing assignments with varying degrees of supervision from a Geneticist (M.D. or Ph.D.).

CLASS SERIES DESCRIPTION (Cont'd.)

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES DESCRIPTION (Cont'd.)**GENETIC COUNSELOR****July 1, 2001****CLASS SERIES HISTORY**

Effective 7/1/01 (LLB). HCS Consolidation Study revised class description. Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Created 12/1/96 (KLJ). Genetic Counselor (C2M). Published as proposed 10/31/96.

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Genetic Counselor	Process	Formulative	Advise	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services